

# MINUTES

## Swimming New Zealand Technical Advisory Committee

**Meeting Date** 13<sup>th</sup> & 14<sup>th</sup> May 2017  
**Location** SNZ Office, Auckland  
**Activity** Technical Advisory Committee Face to Face Meeting

**ATTENDEES** Lesley Huckins (Chair), Ross Bragg, Gavin Ion, Dianne Farmer, Matt Meehan, Ron Clarke, Alan Hale, Keegan McCauley (SNZ Events Manager)

**APOLOGIES** Nil

### PREVIOUS MINUTES

a	Confirmation of Minutes 20 & 21 May 2016	Moved – Gavin Ion Seconded – Matt Meehan
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### MATTERS ARISING

1	HBPB Update	It was great to see four officials from the region working at NAGS. Region is working on keeping records of training and qualifying officials
2	Taping, Strapping, Medical Certificates	The requirement for medical practitioners certificates for strapping seems to have been successful, with a reduction in its use.
3	Control Room Personnel and procedures – Short Course	Fiona Campbell has been asked and accepted the role of CRS to run the meet programmes for Short Course in the hope of alleviating the manual input for the finals.
4	Pool Passes	Swimmers, Coaches and Team Managers are becoming more familiar with this now so less problems
5	Late Withdrawal fee	This fee was not increased by SNZ
6	Medal presentations at Short Course	No decision has been made by SNZ as yet
7	Police Clearances for officials	SNZ in the process of submitting these
	<b>Sir Owen Glen Facilities</b>	
8	Bulkhead – Short Course Equipment maintenance	No resolutions have been found as yet. Worse case scenario ponchos. SNZ still working with the facility management regarding block covers, power supply, lane ropes, officials safety etc. Facility has signed equipment maintenance contract with HTS
9	Technical Officials Manual Stroke Judging	CAD diagrams will be done ready for the manual.
10	Pool Depth Guidelines	Is there a timeline? SNZ currently working on this situation. This has now been completed.
11	Diagrams for 90 degrees	Diagrams have been completed and will be included in the Technical Officials Manual

12	Officials Shirts	200 of the new officials shirts have been sold. Feedback has been very positive.
13	Responsibility for warm-Up at regional meets	No information has been sent to regions. <i>Keegan</i>
14	Validity of Regional qualifications once officials become inactive	A lapse of four years in being a registered member of SNZ and officials qualifications will expire. Two years of inactivity and officials will need to be reassessed.
15	Regional and/or Zonal Managers at SNZ Meets	This has not been implemented by SNZ still optional
16	Meeting Room for Team Managers meeting	Provision of a meeting room for the Team Manager's meeting at Opens worked very well.
17	Guidelines for Protests and Jury of Appeal	This should be published on the website and in the Officials Manual

### REGIONAL REPORTS (New officials, Qualified officials, standard of officiating, facilities, seminars, issues)

Ross Bragg, Gavin Ion, Dianne Farmer, Matt Meehan, Ron Clarke, Alan Hale		
<p>Northland – 3 National Qualifications, Auckland – 16 Regional &amp; 4 National qualifications since Nov 16.          Counties – 3 Regional Qualifications, Bay of Plenty -1 National &amp; 3 Regional qualifications, Waikato -1 National &amp; 6 Regional Qualifications. Reassessments 3.          Taranaki and Manawatu both have good numbers of regional officials in training. One Taranaki official has asked to be assessed for National IOT.          Overall, a steady number of officials. Otago is up by four with another three gaining higher qualifications and one new National Starter. Southland has gained one IOT but lost 4 other officials across a range of qualifications.          Upper South is continuing to increase its number of regionally qualified officials, with very good attendance at the regional and inter-club meets. Ron attending South Island Meets in Blenheim.</p>		

### DISCUSSION ITEMS

1	Meet Directors Reports DivII, NAGS & Opens	Meet Directors reports are for the TAC and SNZ only, not for distribution. Any issues requiring feedback can be given to the region by the TAC member for that area.
2	Disqualification analysis	DQ analysis summary to be sent to NZSCTA by SNZ.
3	Events Committee Update <i>Lesley</i>	Events committee meeting Monday 13 <sup>th</sup> May to discuss meets for 2018
4	Assessment Process & Mentoring Programme	Decision made to return to the Assessment process previously undertaken at all National Meets as there has been a marked change in the standard and professionalism of officials.
5	<b>NATIONAL MEETS</b>	
	Standard of Officiating Training, expectations etc	Refer item 4 above. Separate Assessor at each National Meet.
	Announcements & Announcers	No announcements to be made unless required by SNZ, Meet Director or Session Referee.
	Starters and Placings	Not standard practice nor compulsory, Referee's option
	Use of De-robe whistle	No de-robe whistle unless required. Possibly first race, first session.
	Self Marshalling	Self marshalling will be used for all sessions at Juniors and Secondary Schools. Self marshalling will be for the morning heats sessions of Age, Opens and DivII. Evening finals sessions for Age, Opens and Div II will be marshalled.

	Team Manager's Meeting – <i>Sheet used at Opens &amp; Nags</i>	Handout sheet regarding pool behavior adopted and will be used at all National Meets.
	Attendance at National Meets	Statistics information sheet on officials per region completed by Keegan – well done
6	2018 Competition Booklet & Regulations	Lengthy discussion held regarding the information required for this booklet. All meet information to be collated and included rather than being in several different places.
	<b>Sir Owen Glen Facilities</b>	
	Incident reports	Nil –Backstroke starting grip lane 7 platform needs repair Facility to be informed - <i>Keegan</i>
	Starter System & cabling	Cleanliness around cabling, starting blocks, AOE jacks etc not being carried out by facility management
7	Health & Safety Issues - <i>Dianne</i>	Matting has been found that would help to minimize hazards close to pool edge. SNZ to raise with facility
	Letter to Sir Owen Glen facility management regarding	Cleanliness of cables and electronics. Trip hazard of some cabling around starting platform. Protection of Officials on the bulkhead in the short course configuration. Need for a curtain running behind the officials on the bulkhead. Apparent lack of security lighting during black outs Need to ensure the lane ropes are installed the right way around so the colours line up.
8	Mosgiel Pool Facility update - <i>Alan</i>	Update from Alan Hale – Completely new facility to replace existing facility. Contact has been established with the facilitator of the project, which is currently at the concept stage.
9	Officials Travel Fund	Setup 1998 – Where at now? (vouchers, MDs costs, etc) \$1.00 per entry at National Meets was to go into an officials travel fund.
10	Volunteer Officials	Physical fitness of officials to undertake roles? To be considered and discussed further on November Health and Safety status unanswered - <i>Keegan</i>
11	Relays – SW10.14	Subtle messages, hand movements, to be used to clear pool during relays only if required. (IOTs not Ref)
12	Open Water Officiating	FINA Open Water exam results from Fiji School have arrived. Keegan to forward results to individual officials. Letter to be drafted to John West re delays
13	FINA Officials School/Clinic	Keegan to investigate the possibility of holding a FINA Officials School here in NZ
14	<b>Appointments</b> Secondary Schools and NZ Short Course Champs	Appointments completed. Keegan to advise officials.